

DEPARTMENT OF GENERAL SERVICES

Records Management Division

Amends Schedule 1283

SCHEDULE
NO. 1283A-1

PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Public Service Commission

Administrative Division
Docket Control Section

AGENCY

DIVISION

Item
No.

Description

Retention

1.

Amends 1283
items 1
A. Formal case material including original transcript.

Retain in office until microfilmed and until PSC verifies the microfilm, then destroy paper. Retain microfilm and associated oversized records not microfilmed permanently. Transfer original microfilm and associated oversized documents periodically to MD State Archives.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

7/21/93 R. E. Hawkins Exec. Sec.
Date Signature Title

SEP 1 1993
Date

Edward C. Papenfuss

State Archivist